

Some Useful Extracts from Scouts Australia Rules, ACT Branch Policy and Official Training Materials

Scouts Australia Rules

1. **R2.1 STATUS**

The Branch is the organisational level authorised by the National Council for the administration and welfare of the Movement within a State or Territory, in accordance with the Aim, Principles, Method, Policies and Rules of The Scout Association of Australia.

1. **R4.3 ORGANISATION**

1. The authority to operate a Scout Group is provided by a fixed term registration by Branches.
2. A complete Group consists of a Joey Scout Mob, a Cub Scout Pack, a Scout Troop, a Venturer Scout Unit and a Rover Crew but may at any time consist of one or more Sections. A Group may have multiple Sections of the one type.
3. The management, leadership and support of the Group is carried out by a Group Leader, Group Council and Group Support Committee, whose roles are defined.

2. **R4.6 GROUP COUNCIL**

1. The Group Council consisting of all the leaders of the Group shall meet regularly to discuss and co-ordinate matters affecting members of the Group, including membership, planning, programming, training and joint events.
2. The Group Council formulates requests to the Group Support Committee through the Group Leader in respect of finance, equipment, accommodation, leadership and other matters where assistance is required.
3. Group Council meetings are normally chaired by the Group Leader.

3. **R4.7 GROUP SUPPORT COMMITTEE**

1. Each Group shall have a Group Support Committee established and operating in accordance with Branch procedures to provide such support and resources as the Group may require.
2. The Group Support Committee is not responsible for the training of uniformed members, which is the responsibility of the Group Leader.
3. The Group Leader shall be a member of the Group Support Committee.
4. A Group which consists only of a Rover Crew is not required to form a Group Support Committee.
5. The functions of the Group Support Committee are to:
 1. Ensure that the Group has adequate funding to enable it to provide high quality programs to the members at an acceptable cost
 2. Ensure that proper records are kept and that all funds are accounted for in accordance with Branch procedures and statutory requirements
 3. Arrange and provide suitable accommodation to enable the Group to carry out its training program
 4. Provide and maintain equipment required by the Sections of the Group in liaison with the Group Council
 5. Assist the Group Leader to recruit, retain and support leaders for all Sections of the Group
 6. Recommend the appointment of a Group Leader, in accordance with Branch procedures, to be the senior leader of the Group, and carry out the functions prescribed in Rule R4.4

7. Ensure that all persons in direct contact with the youth members of the Group are of exemplary character and are fit and proper persons to carry out their role of leading young people
8. Assist the Group Leader with the implementation of the Group plan and receive reports on progress
9. Assist members of the Group to secure and maintain employment
10. Establish and maintain good relationships with other community organisations and community leaders generally
11. Convene an annual meeting at which the audited financial accounts of the Group and the annual reports of the Group Leader and the Group Support Committee are presented. Also, for the Group Leader to advise of the appointment of office bearers for the next period.

R4.8 GROUP FINANCE AND PROPERTY

1. Group property, including real estate must be vested in the name of the Branch of Scouts Australia in accordance with Branch rules.
2. Subscriptions, paid by Section members for meeting the specific needs of the Section, will be held in the Group bank account with appropriate delineation and made available as required by the Group Support Committee in consultation with the Group Council.
3. Money received on behalf of a Rover Crew or a Venturer Scout Unit may be held in a Section bank account and administered by the Crew or Unit concerned.
4. The accounts of Section funds, regardless of separate banking arrangements, will be consolidated in the annual audited financial accounts of the Group.

Definitions

Group - The organisational level, which delivers the Scout Program in the local community.

Group Support Committee - A committee which is responsible to the Group Leader for supporting the delivery of Scouting in the Group, and for the management of Group funding, property and equipment.

Group Council - A meeting of the Adult Leaders of a Group, chaired by the Group Leader, to plan and co-ordinate Scout training and activities in the Group.

ACT Constitution (2017)

13. Fees and Subscriptions

1. 13.1. Members are required to pay the annual registration fee as determined by the BEC, together with any fees required by a Formation to which a Member may belong. The BEC may determine an annual fee for a class of Supporter, but is not bound to do so.

Rules/Policy – Branch 7.1

TREASURER

9. The duties of the Treasurer are to keep a true and proper record of the finances of the Group and to present a financial statement at each meeting of the Committee. Group Support Committees may have considerable amounts of money pass through their hands in a year. The Treasurer is to use the Xero financial management software which is linked to the Branch system.
10. With the exception of Venturer Units noted below, all money received by or on behalf of a Group or any Section of a Group, must be paid into a Bank, or other similar account in the Name of the Scout Association of Australia ACT Branch Incorporated plus Name of Group and operated by a minimum of two signatories. (See Policy 4.1 on Financial Management).
11. Venturer Units are permitted to operate their own account in the Name of Scout Association of Australia ACT Branch Incorporated plus Name of Venturer Unit and be operated by a minimum of two signatories. Their books must be available for inspection by the Treasurer and included in the annual return. (See Policy 4.1 on Financial Management).
12. Although they are included in the Group bank account and annual return, it should be noted that 'subs' collected by a Section are administered by that Section and are not at the disposal of the Group Support Committee. (P&R R4.8(2)). The Group funds are administered by the Group Support Committee acting in consultation with the Group Council.

GROUP FINANCIAL MANAGEMENT

(See also Policy 4.1 - Financial and Asset Management)

17. It is good financial practice for Group Support Committees to develop and adopt a budget for each financial year (the calendar year) so that commitments can be foreseen and plans made to raise the necessary income.
18. Many Groups adopt the practice of setting a per capita annual Group fee (usually modified for multi-member families) to cover basic outlays such as hall maintenance, insurance and electricity and water charges; and rely on fund-raising efforts for other expenditure such as the purchase of equipment. It is, however, for the Group Support Committee to decide its own strategy in this matter.
19. In general, Scouting practice is for activities to be self-supporting; that is a fee is charged to those participating which just covers the costs involved. On rare occasions the Group Support Committee may agree to undertake special fund-raising to subsidise attendance at National or International events. (See also Policy Statement 4.2 - Reimbursement of Expenses)

Guidelines for Scout Leaders-v1.1

Finance

There is no right way to keep records for a Scout Troop, but there are certain principles which should be adhered to, especially in the area of finance.

The overriding principles at all levels of finance are:

- budget—in advance as accurately as possible
- review periodically—monthly or bi-monthly
- accountability—be accurate in accounting for income and expenditure
- reconcile — periodically reconcile what you think your bank account has in it with the bank statement

- audit — annually according to the rules of the Association
- analysis — compare your actual results with your original budget. This will help in future budgets.

If you are responsible for an account with a trading or savings bank, there are certain records you must keep in order to observe these principles:

- The cash book — a record of all income and all expenditure
- A receipt book — you must receipt every bit of income and enter the receipt number in the cash book opposite the entry of that income
- File of vouchers — whenever you pay someone, you should insist on a receipt or a properly itemised sales docket. That receipt becomes your voucher that the money you paid was received by the person to whom it was intended. Enter the voucher number in the cash book opposite the item of expenditure
- Chequebook—in which the amount of the payment is recorded. Check with your Branch with regard to its policy on Troop finance, banking and investments.

There are people who actually like keeping records and they might produce highly sophisticated systems while others, who want to keep the process to a minimum amount of work, use a very simple system, but note the word system. We have to be systematic in our record keeping.